



## **Town of Dayton**

33 Clarks Mills Road

Dayton, ME 04005

Tel. – 207-499-7526 - Fax 207-499-2946

### **Town of Dayton, ME – Assessing Agent, Request for Proposal**

The Town of Dayton is now accepting proposals from certified Maine Assessors to provide services as the Town's Assessing Agent. The selected firm/individual shall be expected to commit to a minimum two-year contract, with an option to continue the contract for an additional two years.

The town has approximately 1,965 residents, 1,100 Real Estate Accounts, 39 Personal Property Accounts and a total valuation base of \$269 million.

#### **Assessing Agent shall:**

Provide assessing services to the Town of Dayton.

Staff the Town's assessing office one day per week on a day the Town Office is open (Monday, Wednesday or Thursday) with a Certified Maine Assessor, with further assistance when reasonable via telephone/email.

Maintain commercial liability insurance and workers compensation or an independent contractor's rebuttable presumption for workman's compensation purposes.

Meet with the public at scheduled hours and foster public confidence in the Assessing Office through courteous treatment of the public and cooperation with other Town Officials, employees and appointees.

Meet with the Select Board as required to communicate valuation issues and changes.

Complete necessary duties in a timely manner, including but not limited to:

- delivering the annual commitment of taxes to the Tax Collector;
- assisting said Tax Collector in the preparation of tax bills, abatements and supplements;
- filing state mandated assessing documents; and
- maintaining updated tax maps and online assessing records.

#### **Town of Dayton shall:**

Provide in-house staff to render reasonable assistance to the public and to perform normal clerical tasks during business hours when the assessing agent is not present to offer office services.

Provide office space, computing equipment, software and supplies as necessary.

**The Town and Bidder agree:**

Travel or mileage expenses are the responsibility of the Agent and will not be billed separately to the Town.

The Agent shall provide a monthly invoice to the town in the amount of one twelfth of a total year's contract.

A minimum six-month notice shall be provided if either party elects not to renew at the expiration of any written agreement.

**Other Bid Details:**

Each bidder shall provide a general description of their firm and its municipal qualifications.

Each bidder shall provide names and telephone numbers for representatives in a least three towns located within the State of Maine where it has performed assessing services.

Each bidder shall provide a general description of the assessing procedures to be followed, presented in a form which will aid in evaluating its understanding of local governments and their assessing needs.

Each bidder shall provide their complete cost for providing the services listed at the terms above.

Proposals are due at the Dayton Town Office no later than 6PM on Monday, September 14, at which time they will be opened and read. Selectmen anticipate making a selection not later than September 30.

Bids should be submitted to:

Angela Cushman, Selectmen Clerk  
ATTN: Assessing Agent RFP  
Town of Dayton  
33 Clarks Mills Rd.  
Dayton, ME 04005